

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2
EQUAL EMPLOYMENT OPPORTUNITY OFFICE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State employees currently holding the above job title

Location: Wethersfield

Job Posting No: P-75785

Hours: Monday – Friday (40 Hours)

Salary: \$70,662 – \$96,351

Closing Date: November 25, 2015

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer vacancy.

Knowledge, Skills and Abilities: Considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of affirmative action plans and programs, considerable knowledge of interviewing and counseling techniques; considerable investigatory ability; knowledge of merit system selection process including recruitment, examination and classification; considerable interpersonal skills; considerable oral and written communication skills; ability to develop and implement affirmative action plans; ability to compile, analyze and evaluate human resource records and statistical information; ability to utilize human resource information systems; some supervisory ability.

General Experience: Seven (7) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Three (3) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in the employment setting.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in public administration, human resources management, labor relations or a closely related field or a law degree may be substituted for one (1) additional year of the General Experience. For state employees one (1) year of experience as an Equal Employment Opportunity Specialist 1 may be substituted for the General and Special Experience.

Special Requirement: Incumbents in this class may be required to travel. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation, and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Applicants on the current exam list must apply for this position and

submit a (CT-HR-12) for consideration, indicating EEO Specialist 2 on the Job Title line, and copy of

a redacted investigation report. State employees must also include copies of their last (2)

service ratings or PARS. Submit this information by 11/25/15 to: Phillippia Fletcher-DeNovellis

Human Resources, Department of Motor Vehicles, 60 State Street, Room 235 Wethersfield, CT 06161.

Applications can be downloaded at www.das.state.ct.us/exam. Human Resources can also receive

applications by fax machine, (860) 263-5576. (Candidates who previously applied to the August, 2015,

EEO Specialist 2 job posting do not have to submit another application.)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.